

Student Check-In Sheet

Naval Postgraduate School

Name _____ Rank _____ Military Branch _____ Curriculum Code _____
Circle: GSBPP / SIGS / GSOIS / GSEAS

Step I – All New Students

Completed: _____

Department of Student Services - DOSS
Herrmann Hall Basement - He-033

656-3812/3/4/5

PYTHON Accts, E-mail Accts, Medical and
Dental Record Drop-off

Step II – All New Students

Completed: _____

Administrative Support Units

USA	Fort Jackson	1-800-856-3801
USAF	Capt Beers - 311 TRS	242-7156
USCG		(510) 437-3062
USMC	MARDET	242-5407
USN and Civilians	Personnel Support Det.	656-1934
-USN report no later than 24 hours after arrival		

Contact: Mr. Kincaid
Presidio of Monterey Bldg. 627
Contact: YN1 Douglas
Presidio of Monterey Bldg. 629B
Herrmann Hall HeE-122

Step III – All New Students

Completed: _____

Education Technicians

308, 364, 366, 570, 591	Sandra Day	Mech Engineering– ME110	656-2491
332, 440, 373(2), 525, 526, 533	Eva Anderson	Spanagel Hall – SP304	656-2044
356, 365, 595, 596, 699	Frances Gill	Root Hall – RT214	656-2136
360, 361	Lisa Puzon	Glasgow Hall – GL219	656-2786
368, 369, 370, 399	Jean Brennan	Spanagel Hall – SP404	656-7981
590	Alice Lee	Spanagel Hall – SP439C	656-1155
681, 682, 683, 684, 689	Dora Martinez	Glasgow Hall – GL309	656-2845
8XX (All 800 Curriculums)	Claire Fess	Ingersoll Hall – IN217	656-7898

Step IV – All U.S. Students

Completed: _____

Security Manager

Glasgow Hall Basement – B16

656-2450

Security Clearances

Note: All Students in following Curriculums: 356, 365, 366, 591, 595, 688, 699, 823, 824 and all
Cryptologic and Intelligence Officers also need to check-in with the Special Security Officer.

Step V – All New Students

Completed: _____

Base Decals

Police Station Bldg 436

656-3477

Note: All automobiles parked at NPS **REQUIRE** current DOD Decals

Step VI – Navy and Marine Corps Students

Completed: _____

ID Cards

Herrmann Hall – HeE118

656-2746

Note: By appointment only

Step VII – All U.S. Students

Completed: _____

Government Travel Cards - Bring current travel card

USN/USMC/USA

Mr. Galindo - Root Hall – RT103K

656-2080

USAF

TSgt Gordon / 311 TRS

242-5370

Step VIII – All Students

Completed: _____

Housing Office

La Mesa Village 1301 Leahy Rd.

656-2321

Note: CHECK IN MANDATORY

Step IX – All USMC Students

Completed: _____

USMC Sr. Rep. - LtCol William Johnson

Ingersoll Hall – IN116

656-3386

Step X – All USAF Students

Completed: _____

USAF Sr. Rep. - LtCol Pete Boerlage

Glasgow Hall – GL219 (call for appointment)

656-3243

Step XI – All Civilian Students

Completed: _____

Navy Exchange (NEX) Contact: Marie

Bldg 303

656-2576

New Student Orientation is **Mandatory** for all students. Please see Student Check in Page for details. Uniform is required.
COMPLETE AND RETURN THIS FORM TO STUDENT SERVICES ONE WEEK AFTER CHECK IN.



Revised: 26Sep03